



राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, वीरवार, 30 मई, 2013/9 ज्येष्ठ, 1935

हिमाचल प्रदेश सरकार

प्रारम्भिक शिक्षा विभाग
(शिक्षा-सी)

अधिसूचना

शिमला-2, 25 अप्रैल 2013

संख्या: ई.डी.एन-सी-एफ(10)-8/2009-एल.-इस विभाग की अधिसूचना संख्या ई.डी.एन-सी-ए (3)-3/2011, तारीख 12 दिसम्बर, 2011 के अधिक्रमण में, हिमाचल प्रदेश की राज्यपाल, हिमाचल प्रदेश साधारण खण्ड अधिनियम, 1968 की धारा 20 के साथ पठित निःशुल्क और अनिवार्य बाल शिक्षा का अधिकार अधिनियम, 2009 की धारा 29(1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राज्य शैक्षिक अनुसंधान एवं

प्रशिक्षण परिषद् (एस0सी0ई0आर0टी0) को हिमाचल प्रदेश राज्य के लिए राज्य शैक्षिक प्राधिकरण के रूप में विनिर्दिष्ट करती है ।

आदेश द्वारा,
हस्ताक्षरित /—
सचिव (प्रारम्भिक शिक्षा)।

(Authoritative English text of this Department Notification No. EDN-C-F(10)-8/2009-L, dated 25th. April, 2013 as required under clause (3) of Article 348 of the Constitution of India).

ELEMENTARY EDUCATION DEPARTMENT

NOTIFICATION

Shimla-171002, 25th. April, 2013

EDN-C-F(10)-8/2009-L.—In supersession of this Department Notification No. EDN-C-A(3)-3/2011, dated 12th. December, 2011, the Governor of Himachal Pradesh in exercise of the powers conferred by section 29(1) of the Right of Children to Free and Compulsory Education Act, 2009 read with section 20 of the H.P. General Clauses Act, 1968 is pleased to specify the State Council of Educational Research and Training (SCERT) as the State Academic Authority for the State of Himachal Pradesh.

By order,
Sd/-
Secretary (Elementary Education).

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001

NOTIFICATION

Shimla the 24th May, 2013

No. HHC/Admn.6 (23)/74-XV.—Hon'ble the Chief Justice in exercise of the powers vested in him under Rule 2 (32) of Chapter 1 of H.P. Financial Rules, 2009 has been pleased to declare the Civil Judge (Junior Division)-cum-JMIC(6), Shimla as Drawing and Disbursing Officer in respect of the Court of Civil Judge (Junior Division)-cum-JMIC(7), Shimla and also the Controlling Officer for the purpose of T.A. etc. in respect of establishment attached to the aforesaid Court under head "2014-Administration of Justice" with immediate effect till the posting of new Presiding Officer in that Court.

By order,
Sd/-
Registrar General.

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001**NOTIFICATION***Shimla the 24th May, 2013*

No. HHC/Admn.6 (23)/74-XV.—Hon'ble the Chief Justice in exercise of the powers vested in him under Rule 2 (32) of Chapter 1 of H.P. Financial Rules, 2009 has been pleased to declare the Civil Judge (Senior Division)-cum-JMIC(I), Shimla as Drawing and Disbursing Officer in respect of the Court of Civil Judge (Senior Division)-cum-JMIC(2), Shimla and also the Controlling Officer for the purpose of T.A. etc. in respect of establishment attached to the aforesaid Court under head "2014-Administration of Justice" with immediate effect till the posting of new Presiding Officer in that Court.

By order,
Sd/-
Registrar General.

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001**NOTIFICATION***Shimla the 24th May, 2013*

No. HHC/Admn.6 (23)/74-XV.—Hon'ble the Chief Justice in exercise of the powers vested in him under Rule 2 (32) of Chapter 1 of H.P. Financial Rules, 2009 has been pleased to declare the Civil Judge (Junior Division)-cum-JMIC(3), Shimla as Drawing and Disbursing Officer in respect of the Court of Civil Judge (Junior Division)-cum-JMIC(5), Shimla and also the Controlling Officer for the purpose of T.A. etc. in respect of establishment attached to the aforesaid Court under head "2014-Administration of Justice" with immediate effect till the posting of new Presiding Officer in that Court.

By order,
Sd/-
Registrar General.

HIGH COURT OF HIMACHAL PRADESH, SHIMLA-171001**NOTIFICATION***Shimla the 24th May, 2013*

No. HHC/Admn.6 (23)/74-XV.—Hon'ble the Chief Justice in exercise of the powers vested in him under Rule 2 (32) of Chapter 1 of H.P. Financial Rules, 2009 has been pleased to declare Additional District and Sessions Judge (I), Shimla as Drawing and Disbursing Officer in respect of the Court of Additional District and Sessions Judge (II), Shimla and also the Controlling

Officer for the purpose of salary T.A. etc. in respect of establishment attached to the aforesaid Court under head “2014 Administration of Justice” and “2014-00-105-01 (Soon Plan)” with immediate effect till the posting of new Judicial officer there.

By order,
Sd/-
Registrar General.

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001

NOTIFICATION

Shimla the 24th May, 2013

No. HHC/Admn.6 (23)/74-XV.—Hon’ble the Chief Justice in exercise of the powers vested in him under Rule 2 (32) of Chapter 1 of H.P. Financial Rules, 2009 has been pleased to declare the Civil Judge (Senior Division)-cum-JMIC(I), Shimla as Drawing and Disbursing Officer in respect of the Court of Civil Judge (Junior Division)-cum-JMIC(IV), Shimla and also the Controlling Officer for the purpose of T.A. etc. in respect of establishment attached to the aforesaid Court under head “2014-Administration of Justice” during the earned leave period of Shri Kapil Sharma w.e.f. 27.5.2013 to 13.6.2013 with permission to prefix Gazetted holiday and Sunday falling on 25th & 26th May, 2013 or until he returns from leave.

By order,
Sd/-
Registrar General.

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001

NOTIFICATION

Shimla the 24th May, 2013

No. HHC/Admn.6 (23)/74-XV.—Hon’ble the Chief Justice in exercise of the powers vested in him under Rule 2 (32) of Chapter 1 of H.P. Financial Rules, 2009 has been pleased to declare the Civil Judge (Junior Division)-cum-JMIC(II), Rohru as Drawing and Disbursing Officer in respect of the Court of Civil Judge (Senior Division)-cum-JMIC(I), Rohru and also the Controlling Officer for the purpose of T.A. etc. in respect of establishment attached to the aforesaid Court under head “2014-Administration of Justice” with immediate effect till the posting of new Presiding Officer in that Court.

By order,
Sd/-
Registrar General.

PANCHAYATI RAJ DEPARTMENT**NOTIFICATION***Shimla-171 009, the 27th May, 2013*

No. PCH-HA(3)3/96-5305-64.—In partial modification of this Department notification of even number dated 29th March, 2011, the Governor of Himachal Pradesh, in exercise of the powers vested in her under clause (a) of sub-section (2) of Section 185 of the Himachal Pradesh Panchayati Raj Act, 1994 is pleased to nominate Sh. Brij Behari Lal Butail, Hon'ble Speaker of Himachal Pradesh Vidhan Sabha as the member and Chairman of the District Planning Committee for District Sirmour with immediate effect.

By order,
Sd/-
Pr. Secretary (Panchayati Raj).

PANCHAYATI RAJ DEPARTMENT**NOTIFICATION***Shimla-171 009, dated the 27th May, 2013*

No. PCH-HA(3)3/96-5604-59.—In partial modification of this Department notification of even number dated 29th March, 2011, the Governor of Himachal Pradesh, in exercise of the powers vested in her under clause (a) of sub-section (2) of Section 185 of the Himachal Pradesh Panchayati Raj Act, 1994 is pleased to nominate Sh. G.S. Bali, Hon'ble Food, Civil Supplies & Consumer Affairs, Transport, Technical Education, Vocational & Industrial Training Minister as the member and Chairman of the District Planning Committee for District Bilaspur with immediate effect.

By order,
Sd/-
Pr. Secretary (Panchayati Raj).

PANCHAYATI RAJ DEPARTMENT**NOTIFICATION***Shimla-171 009, dated the 27th May, 2013*

No. PCH-HA(3)3/96-5436-91.—In partial modification of this Department notification of even number dated 29th March, 2011, the Governor of Himachal Pradesh, in exercise of the powers vested in her under clause (a) of sub-section (2) of Section 185 of the Himachal Pradesh Panchayati Raj Act, 1994 is pleased to nominate Sh. Mukesh Agnihotri, Hon'ble Industry, Labour & Employment, Parliamentary Affairs, Information & Public Relation Minister as the member and Chairman of the District Planning Committee for District Una with immediate effect.

By order,
Sd/-
Pr. Secretary (Panchayati Raj).

PANCHAYATI RAJ DEPARTMENT**NOTIFICATION***Shimla-171 009, dated the 27th May, 2013*

No. PCH-HA(3)3/96-5492-547.—In partial modification of this Department notification of even number dated 29th March, 2011, the Governor of Himachal Pradesh, in exercise of the powers vested in her under clause (a) of sub-section (2) of Section 185 of the Himachal Pradesh Panchayati Raj Act, 1994 is pleased to nominate Sh. Sujan Singh Pathania, Hon'ble MPP & Power, Non-Conventional Energy Sources and Agriculture Minister as the member and Chairman of the District Planning Committee for District Kangra with immediate effect.

By order,
Sd/-
Pr. Secretary (Panchayati Raj).

PANCHAYATI RAJ DEPARTMENT**NOTIFICATION***Shimla-171 009, dated the 27th May, 2013*

No. PCH-HA(3)3/96-5380-435.—In partial modification of this Department notification of even number dated 29th March, 2011, the Governor of Himachal Pradesh, in exercise of the powers vested in her under clause (a) of sub-section (2) of Section 185 of the Himachal Pradesh Panchayati Raj Act, 1994 is pleased to nominate Col. Dhani Ram Shandil, Hon'ble Social Justice & Empowerment and Sainik Welfare Minister as the member and Chairman of the District Planning Committee for District Solan with immediate effect.

By order,
Sd/-
Pr. Secretary (Panchayati Raj).

PANCHAYATI RAJ DEPARTMENT**NOTIFICATION***Shimla-171 009, dated the 27th May, 2013*

No. PCH-HA(3)3/96- 5548-603.—In partial modification of this Department notification of even number dated 29th March, 2011, the Governor of Himachal Pradesh, in exercise of the powers vested in her under clause (a) of sub-section (2) of Section 185 of the Himachal Pradesh Panchayati Raj Act, 1994 is pleased to nominate Sh. Sudhir Sharma, Hon'ble Urban Development, Housing, Town & Country Planning Minister as the member and Chairman of the District Planning Committee for District Hamirpur with immediate effect.

By order,
Sd/-
Pr. Secretary (Panchayati Raj).

HIGHER EDUCATION DEPARTMENT**CORRIGENDUM***Shimla-02, 8th Nov., 2012*

No. EDN-A-Kha(15)13/2010-Loose-Pt.(1).—The Table-III of Appendix-III of the H.P. Higher Education Department Regulations 2012 issued by this department vide Notification No.EDN-A-Kha(15)13/2010 dated 17th March 2012 be read as under:—

“APPENDIX-III TABLE:III

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR
PROMOTION OF TEACHERS IN COLLEGES**

Sr. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria.
01	Assistant Professor / equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D or five years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, or six years of service who are without Ph.D/ M.Phil/PG Degree in Professional Courses.	<p>I. Minimum API scores using PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table II (b) of Appendix III.</p> <p>II. One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.</p> <p>III. Screening cum Verification process for recommending promotion.</p>
02	Assistant Professor / equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2	<p>I. Minimum API scores using the PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table II (b) of Appendix III.</p> <p>II. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.</p> <p>III. Screening cum Verification process for recommending promotion.</p>

03	Assistant Professor from (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>I. Minimum API scores using the PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table II (b) of Appendix III.</p> <p>II. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil Degree holders and an exemption of two publication will be given to Ph. D Degree holders.</p> <p>III. One course / programme from among the categories of methodology workshops, Training, Teaching- Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>IV. A selection committee process as stipulated in this regulation and in Table II (b) of Appendix III.</p>
04	Associate Professor (Stage 4) Principal College Cadre) (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>I. Minimum yearly / cumulative API scores using the PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table II (b) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>II. A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>III. A selection committee process as stipulated in this regulation and in Table II (B) of Appendix III.</p>

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who are enter Stage 2 subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note.—For colleges for which sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3,4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.”

By order,
Sd/-
Secretary (HE).

HIGHER EDUCATION DEPARTMENT

CORRIGENDUM

Shimla-02, the 8th Nov., 2012

No. EDN-A-Kha(15)13/2010-Loose-Pt.(1).—The Table-VI of Appendix-III of the H.P. Higher Education Department Regulations 2012 issued by this department vide Notification No. EDN-AKha(15)13/2010 dated 17th March 2012 be read as under:—

“APPENDIX-III TABLE:VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN Govt. Colleges of H.P.

Sr. No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement.	Minimum Academic Performance Requirements and Screening / Selection Criteria
01	Assistant Professor of Physical Education (Stage 1 to Stage 2)	Assistant Professor of Physical Education completed four years of service in Stage 1 with Ph.D or five years of service who are M.Phil or six years of service who are without Ph.D / M.Phil.	<p>I. Minimum API scores using PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table V(b) of Appendix III</p> <p>II. One orientation and one Refresher course of 3 / 4 weeks duration.</p> <p>III. No separate interview points for the Screening cum Evaluation process of recommending promotion.</p>
02	Assistant Professor of Physical Education (Stage 2 to Stage 3)	Assistant Professor of Physical Education with completed service of five years in Stage 2	<p>I. Minimum API scores using the PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table V (b) of Appendix III.</p> <p>II. Additionally, two refresher courses of 3 / 4 weeks duration to have been undergone during the assessment period.</p> <p>III. No separate interview points for the Screening cum Evaluation process of recommending promotion.</p>

03	Assistant Professor of Physical Education (Stage 3 to Stage 4)	Assistant Professor of Physical Education (Stage 3) to Associate Professor of Physical Education (Stage 4)	<p>I. minimum API scores using the PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table V (b) of Appendix III.</p> <p>II. Minimum three publications over twelve years. For promotion in Colleges an exemption of one publications for M.Phil Degree holder and exemption of two publications for Ph.D Degree holders.</p> <p>III. Evidence of having produced teams / athletes.</p> <p>IV. A selection committee process as stipulated in this regulation and in Table V (b) of Appendix III</p>
04	Principal (College Cadre) (Stage – 5) Being joint cadre of Principals (College Cadre)	Associate Professor of Physical Education with three years of service in stage 4.	<p>I. Minimum API scores using the PBAS scoring proforma developed by the Government as per the norms provided in Table V (b) of Appendix III. These may be achieved over two assessment periods, if required.</p> <p>II. A minimum of five publications over two assessment periods (six years).</p> <p>III. Evidence of having produced teams / athletes.</p> <p>IV. A selection committee process as stipulated in this regulation and in Table V (b) of Appendix III.</p>

Note.—The explanatory note provided for Table II (b) for CAS for teachers is also applicable for the teachers of Physical Education as per the API score specified for this cadre.

Note.—For colleges for which sixth PRC Awards (vide Appendix I) are applicable, Stages 1,2,3,4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.”

By order,
Sd/-
Secretary (HE).

**HIGHER EDUCATION DEPARTMENT
(Hr. EDUCATION –A-SECTION)**

ADDENDUM

Shimla-2, the 20th October, 2012

No.EDN-A-Kha(15)13/2010-L-Pt.(I).—Please add APPENDIX-VI and APPENDIX-VII after APPENDIX-V of ANNEXURE appearing in this department Notification No.EDN-A-Kha(15)13/2010 dated 17th March 2012 regarding Himachal Pradesh Higher Education Department (Minimum Qualifications for Promotions of Teachers and other equivalent cadres and Librarians (College Cadre) of Government Degree colleges, Government Sanskrit Colleges and other measures for the Maintenance of Standards) Regulations, 2012, as enclosed herewith.

By order,
K. SANJAY MURTHY
*Secretary (Hr. Edu.) to the
Government of Himachal Pradesh.*

APPENDIX-VI

**EDUCATION DEPARTMENT
ANNUAL PERFORMANCE BASED APPRAISAL
(with API scores bases on PBAS as per UGC Regulations 2010)**

(FOR ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS OF PHYSICAL
EDUCATION IN COLLEGE CADRE)

Name of the College through which ACR is submitted.....

Appraisal of work and conduct of Dr./Shri/Smt/Kumari

Submitted for the year/session

**PART-I
PERSONAL DATA**

(To be filled up by the Assistant Professor/ Associate Professor)

- | | |
|--|-------|
| 1. Full Name (in capital letter) | |
| 2. Father/Husband name | |
| 3. Employee Code | |
| 4. subject for which Appointed. | |
| 5. Date of appointment(in College Cadre) | |
| 6. Current Designation | |
| 7. Present Pay Band with Grade Pay | |
| 8. Date of Promotion (if any, during past one year) | |
| 9. Qualification: | |
| (a) Academic Division | |
| (b) Professional | |

- (c) Research Degree
10. Date of Birth D D M M Y Y Y Y In words

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11. Permanent/Quasi-permanent/ Temporary/ Contract
12. College/Colleges in which served during the
year with specific duration.
13. (a) Roll no (with session) & Date of passing of Departmental Exam.....
- (b) Hindi subject: Cleared / exempted (mention details)
.....
14. Permanent Address(With Pin code)
.....
.....
15. Land line telephone No. Mobile No..
Email:

**PART-II : SECTION-I
(SELF APPRAISAL)**

(Brief resume should bring out any significant achievement during the period under report)

16. What do you think has been your most important contribution this year any way ?

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17. Have you made any contribution in the area of work not assigned to you ?

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18. (a-i) For teaching subject, weekly time table (whole Academic year):—

Sr. No.	Class	Name of the College	Number of Lecturers allocated (per week)	Total Lecturers actually delivered during session	State % age of syllabus completed for each class / course
Total periods per week					

(d-i) Give details of Academic Activities organised in the college (For teaching subject).

Title of the activity	Brief Detail of activity

(d-ii) Give details of Sport activities organised in the college

Title of the activity	Brief Detail of activity

(e) Which new books relating to your subject did you read during the year?

about(Must attach a brief extract of
50 words on the value content of the book.)

(f) What are the vital problems of teaching before you, in order of importance.

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19 a-i) DETAIL OF LAST YEAR ANNUAL EXAMINATION RESULTS :

Class	Duration for which taught	Total No. of students appeared.	Passed	College pass %age	Univer Sity pass %age	Variation (+ / -) (col. 6-5)	Details of pass students				Reasons for Low %age, if any
							Div.I	Div.II	Div.III	Failed	
1	2	3	4	5	6	7	8	9	10	11	12

(a-ii) DETAIL OF ACHIEVEMENTS IN SPORTS DURING ACADEMIC YEARS:

Sr. No.	Name of Sport	Name of Tournament	Prize / Laurels / Medals won in competition	Remarks, if any (Individual / team participant)
1.				
2.				
3.				
4.				
5.				

20. (i) Whether acquired any degrees or fresh academic / professional qualifications during the year? If “ YES ” mention the name of the degree, year of passing, institution from which passed etc.

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- (ii) Academic Staff College Orientation/ Refresher Course / Summer School attended during the year:

Name of the Summer School / Refresher / Orientation Course with sponsoring Agency	Place of summer school / ASC where the course was attended	Duration of school / course	RC / OC No. with title.

21. Are you doing any Research work? if yes, provide following details.

Topic title of Research Project	Name of the Univ./ Institution Registered with	Nature of Project Minor/ Major/ Doctoral/ Post Doctoral	Present status of Research work /Project

22. Did you receive any honour, prize or award during the year ? If “yes” give details.

--

23. Are you satisfied with your present position / pay ?
If not, do you want to change the profession? Give reasons.

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24. Any other significant point which is not covered above

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PART-II : SECTION-II

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

(PBAS) FOR THE SESSION/ YEAR

(To be completed and submitted at the end of each academic year)

Part-A: Academic Performance Indicators

(Please see detailed instructions of this PBAS Proforma before filling out this section)

25. **CATEGORY: I, TEACHING, TRAINING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES.**

- (i) Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports(20 point), Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours(20 point), (Maximum Point 40).

S.No	Course/ Paper	Level	Mode of Teaching*	No. of classes per week allotted	No. of classes conducted	% of classes/practicals taken as per documented record.

*Lecture(L), Seminar(S), Tutorial(T), Practical(P), Contract Hours(C)

		API Score
	Classes Taken (Max. Score 40 for 100% performance & proportionate score upto 80% performance, below which no score may be given)	

(ii) Extending services, sports facilities and training on holidays to the institutions and organisations.

(Max. Score 10)

S.No.	Course / Paper	Consulted	Prescribed	Additional Resource Provided
API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students (Max.Score:10)				API Score

(iii) Organising and conducting sports and games competitions at the International/ National/State/Inter University/Inter Zonal level(25 points), Organising and conducting coaching camps/sports person development/training programme (15 point), (Maximum Score 40).

S. No.	Short Description	API Score
	Total Score (Max. 40)	

(iv) Up-gradation of scientific and technological knowledge in Physical Education and Sports(5 points), Identifying sports talents and Mentoring sports excellence among students(10 points).

(Maximum Score 20)

	Total Score (Max. 20)	

(V) Development and maintenance of play fields, purchase and maintenance of the other sports facilities(Max. 15).

	Total Score (Max. 20)	

26. CATEGORY:II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RETALTED ACTIVITIES.

Please mention your contribution to any of the following:—

S. No.	Type of Activity	Average Hours / week	API Score
	(i) Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS / NCC and other channels.		
	Total (Max. 20)		
	(ii) Contribution to Corporate life and management of sports units and institution through participation in sports and administrative committees and responsibilities.	Yearly / Semester wise responsibilities	API Score
	Total (Max.15)		
	(iii) Professional Development Activities(such as participation in seminars, conferences, short term training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category-III below)		
	Total (Max. 15)		
	Total Score (I+II+III) (Max. 25)		

27. CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note. 1:- This is to be filled as per Appendix-III, Table-IV, Category-III of the Regulations 2010, Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-I.

Note 2 :- The minimum API Score required by teacher from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalised by the screening/selection committee.

Note 3:- The minimum point norms of the APIs as provided in Appendix-III Table-II(B)

A Published Papers in Journals

S.No.	Title with page Nos.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact Factor if any	No. of Co-authors	Whether you are the main author	API Score

B(i) Articles/Chapters published in Books

S.No.	Title with page Nos	Book Title, editor and publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	API Score

(ii) Full Papers in conference Proceedings

S.No.	Title with page Nos	Details of Conference Publication	ISSN/ISBN No.	No. of Co-authors	Whether you are the main author	API Score

(iii) Books Published as single / co-author or as editor

S.No.	Title with page Nos	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	API Score

C Ongoing and Completed Research Projects and Consultancies**(c) (i&ii) Ongoing Projects / Consultancies**

S. No	Title	Agency	Period	Grant / Amount Mobilized (Rs Lakh)	API Score

(c) (iii&iv) Completed Projects / Consultancies

S. No	Title	Agency	Period	Grant / Amount Mobilized (Rs Lakh)	Whether policy document/patent as outcome	API Score

D Research Guidance

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				

E (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration)

S. No.	Programme	Duration	Organised by	API Score

E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No.	Title of the Paper presented	Title of Conference Seminar	Organised by	Whether international/ National / State/ Regional / College or University level	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference / seminar etc.

S. No.	Title of the Lecture/Academic Session	Title of Conference Seminar etc.	Organised by	Whether international/ National	API Score

28. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period
I	Teaching, Training, Sports Person Development and Sports Management Activities. Total Max. Score = 125; Min. Score required = 75		
II	Co-curricular, Extension, Professional development Activities. Total Max. Score = 25; Min. Score required = 15		
	Total I+II		
	Min. Total Annual Score under categories I&II= 100		
III	Research and Academic Contribution For stage 1 to stage 2 : min. 5 / year, For stage 2 to 3 : min. 10 / year, For stage 3 to stage 4 : min. 15 / year, For stage 4 to stage 5 : min. 20 / year (where stage 4 to stage 5 : min. 20 / year (where stages 1,2,3,4, & 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 & 10000 respect).		

29. PART B: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1.	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the college and documents enclosed along with the duly filled PBAS Proforma.

Place:
officer

Signature of the reported on

Date:

Designation,

I certify that the information mentioned by the teacher in the self appraisal (Section I & II) above is correct and all the relevant records, documents are available and maintained properly in

the office of the Principal. It is specifically mentioned that I have personally verified the information recorded at serial number 22 of Part-II (Section-I), is complete and correct as per office record. I am fully satisfied with the reporting of the teacher.

Date:

Place:

Principal.....

Signature (with stamp) of Principal

Govt. Degree College.

Name of the

In case the Principal is not satisfied with the reporting by the teacher in the self appraisal and thus not willing to certify (as mentioned above), then Principal must record below the reasons in writing for not certifying the reported self appraisal information as mentioned in Part-II (serial number 19 to serial number 34).

Date:

Place:

Principal.....

Signature (with stamp) of Principal

Govt. Degree College.

Name of the

N.B:—The Annual Self- Assessment Proforma duly filled alongwith all enclosures, submitted for CAS promotions will be verified by the college and information filed with the IQAC.

PART- III (Section-I)

ASSESSMENT OF REPORTING OFFICER

With the reporting made by the teacher in self appraisal (Part-I & II) as well as the record maintained in the college office as well as API scores based on PBAS system of (Reporting Officer must confirm him / her self fully UGC regulations 2010.)

Note:— Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

30. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the office. If not

indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

31. STAGE OF HEALTH:

- (a) Physical:
 - (i) Energetic
 - (ii) Major Ailment, if any
- (b) Mental:
 - (i) Alert
 - (ii) Ailment, if any
- (c) Emotional balance:
 - (i) Is he claim and retains poise ?
 - (ii) Does he get provoked easily ?
 - (iii) Is he able to tolerate difference of Opinion?

32. INTELLIGENCY AND UNDERSTANDING:

- (a) Exceptional, has clear grasp of any matter,
- (b) Intelligent and grasps a point correctly
- (c) Just good enough.

33. QUALITY OF WORK:

(i) ATTENTION TO DETAILS:

---Accuracy in presentation

---Thoroughness in analysis

- (a) Most reliable and comprehensive
- (b) Considers all relevant details.
- (c) Just good enough
- (ii) ABILITY IN DISCUSSION AND CONSERVATION:
- (a) Very effective and convincing
- (b) Good and puts across his points clearly .
- (c) Just good enough

34. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:

- (a) Shows exceptional zeal and devotion to with excellent initiative.
- (b) Hard working and conscientious
- (c) Reasonably diligent with average initiative.

35. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:

- (a) Very Good
- (b) Good.
- (c) Average

36. PUNCTUALITY AND ATTENDANCE:

- (i) Period of EOL (if any) during the year (with dates)
- (ii) Period of all other leave except casual leave
(excluding EOL) (with dates)
- (iii) Period of wilful absence (if any) (with dates)
37. OTHER OBSERVATIONS:
- (This space may be utilised for remarks which Completes, corroborates, or supplements that has Been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the Proforma given above which the Reporting Officer considers worth mentioning may also be indicated here)
-
38. INTEGRITY:
- (a) Nothing has come to my knowledge
Which casts any reflection on his integrity?
His general reputation for honest is good
and I certify his integrity.
- (b) His reputation is of doubtful nature.
- (c) He has yet to establish his reputation.
39. Does he/she take interest in use of Hindi language
in official work ?
40. His/her attitude towards the members of S.C.
and S.T. community.

Signature of Reporting Officer

Name in block letter.....

Designation.....

Date.....

N. B. :- Overall Assessment of Part-III: Section-I is to be reported after assessment of Part-III: Section-II

PART-III
(Section-II : API Score Evaluation)
ASSESSMENT OF REPORTING OFFICER

41. CATEGORY-I (of PART-II SECTION-II, Part – A)

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal	REMARKS Principal will clearly “agree” or “dis- agree”
------------------------------	------------------	---------------	--	--

			by the teacher.	with the API Score reported in the self appraisal by the teacher in PART-II (Section-II), also mentioned in the previous column.		
				If Agreed	If Dis-agreed	
				Principal must reproduce the score reported by the teacher in the previous column as self assessment/ appraisal.	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal
(i) a	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports)	20				
(i) b	Lecture cum practice based athlete/ sports classed, seminars undertaken as percentage of allotted hours.	20				
(ii)	Extending services, sports facilities and training on holidays to the institutions and organisations.	10				
(iii) a	Organising and conducting sports games competitions at the International/ National / State / Inter University/Inter Zonal levels.	25				

(iii) b	Organising and conducting coaching camps/sports person development/ training programmes.	15				
(iv) a	Up gradation of scientific and technological knowledge in Physical Education and Sports.	05				
(iv) b	Identifying sports talents and Mentoring sports excellence among students.	10				
v	Development and maintenance of play fields, purchase and maintenance of the other sports facilities.	15				
	Total Score (Minimum API Score required is 75)	125				

42. CATEGORY-II (of PART-II SECTION-II, Part – A)

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal.	REMARKS	
				Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II (Section-II), also mentioned in the previous column.	
				Agree	Dis-agree
			No API score to be assessed by the Principal. (Simply write agree)	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal

(i)	Students related co-curricular, extension and field based activities.	20			
(ii)	Contribution to Corporate life and Management of sports units and institutions.	15			
(iii)	Professional Development Activities	15			
	Total Score (I+II+III) (Max. 25) (Minimum API Score required is 15)	25			

43. CATEGORY-III (of PART-II SECTION-II, Part – A)

Criteria Serial Number	Criteria Head	Criteria Head details	Max. Score	API Score reported in self appraisal.	REMARKS Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II (Section-II), also mentioned in the previous column.		
					Agree	Dis-agree	
					No API score to be assessed by the Principal. (Simply	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal write agree)
a	Research Publication (Journals)	Refereed Journals*	15 / publication				

		Non-refereed but recognised and reputed journals and periodicals having ISBN/ISSN numbers	10 / publication				
		Full papers in conference proceedings, etc.*	10 / publication				
b (i)		Text or Reference Books Published by International Publishers* *	50 / sole author, 10/ chapter in an edited book.				
	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by National / Central/ State Government / Societies**	25 / sole author, 5 / chapter in edited books				
		Subject Books by other local publishers with ISBN / ISSN numbers**	15 / sole author, 3/ chapter in edited books.				

		Chapters in knowledge based volumes in Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories*	5 / chapter				
<p>* For Joint Research papers, the First / Principal author will share 60%, while the rest joint authors will share the 40% of API scores.</p> <p>** Scores (50 / 25 / 10 / 03 whatever the case may be) to be shared equally by all authors.</p>							
C (i)	Sponsored projects carried out / ongoing	Major Projects / Events amount mobilised with grants above 5 lakhs.	20 / each project				
		Major Projects / Events amount mobilised with minimum of 4/ lakhs upto 5/ lakhs.	15 / each major project				
		Minor Projects from central/ state funding agencies	10 / each minor project				

		with grants below 4 /lakhs					
C (ii)	Consultancy Projects carried out / ongoing	Amount mobilised with minimum of Rs 10 lakh.	10 / every Rs.5 lakhs and 2 / every Rs. 1 lakh.				
C (iii)	Completed Projects quality evaluation	Completed Project Report (Accepted by funding agency)	20 / each major project and 10 / each minor project.				
C (iv)	Projects Outcome / Outputs	Policy document of Govt. Bodies at Central and State level.	30 / each national level output or outcome for National patents etc. /50 / each for international patents.				
D (i)	Research Guidance M.Phil	Degree awarded only	3 / each candidate				
D (ii)	Research Guidance Ph.D	Degree awarded	10 / each candidate				
		Thesis Submitted	7 / each candidate				
E (i)	Research	Research	20 /				

	Methodology / Training / Coaching Workshops	Methodology / Training / Coaching programme (Not less than three weeks) Workshops of not less than one week.	each				
E (ii)	Papers in Conferences / Seminars / workshops etc.	(a) International conference	10 / each				
		(b) National	7.5 /each				
		(c) Regional /State Level	5 / each				
		(d) Local-University / College level	3 / each				
E (iii)	Invitations for conferences / seminars / workshops / symposia to deliver lecturers / chair sessions.	International	10 /each				
		National level	7.5 /each				
		State level / Regional	5 / each				
		University / College level Endowment lecturers.	5 / each				
		Total				*****	

44. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period reported in self appraisal	Annual Av. API Score for Assessment Period reported in self appraisal	Total- API Score reported by Principal (total of agreed score +total score assessed by Principal after disagreeing)	Annual Av. API Score for Assessment Period reported by the Principal
I	Teaching, Training, Sports Person Development and Sports Management Activities.					
II	Co-curricular, Extension, Professional development Activities.					
	Total I+II					
III	Research and Academic Contribution					

N.B. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self- assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

45. OVER ALL ASSEMENT OF PART-III

Name of Employee / Teacher

Designation

Subject for which approved

Employee Code

The remarks are being made on the basis of self appraisal reported by the teacher in PART-III: Section-I and subsequent assessment recorded by me in PART-III: Section-II of the ACR. I especially certify that I am fully aware of the reporting made by the teacher in self appraisal as well as the certifications made by me in PART-B (of PART-II:

Section-II) of this ACR, and have genuinely assessed it with full attention on every aspect that has been reported.

In my assessment the overall grading of the teacher is.....

(Below Average / Average / Good / Very Good / Excellent)

Signature of Reporting Officer

Name in block letter.....

Designation.....

Date.....

PART-IV- SEC.I

46. REVIEWING REMARKS OF THE SCREENING CUM EVALUATION COMMITTEE

On API score of the Teacher after Screening and Evaluation of the Self Appraisal (under PART II Sec.-I & Sec.-II) as well as Assessment of Principal (under PART-III Sec.-I & Sec.-II).

Teacher Name

.....Designation.....

Employee Code.....Subject for which appointed..... Present Basic

Pay.....Present AGP.....Date from which the present AGP has been awarded.....

FINAL SUMMARY OF API SCORE AFTER SCREENING AND EVALUATION

	Criteria	Last Academic year	Total-API score for Assessment period Reported in self appraisal	Total- API Score Reported by the Principal	Total API Score for Assessment period By Screening cum Evaluation Committee
I	Teaching, Training, Sports Person Development and Sports Management Activities. Total Max. Score=125; Min. required= 75				
II	Co-curricular, Extension, Professional Development Activities.				

	Total Max. Score=25; Min. required= 15 Total I+II Min. Total Annual Score under categories I&II= 100				
III	Research and Academic Contribution For state 1 to stage 2: min. 5/ year, For stage 2 to stage 3: min. 10/ year, For stage 4 to stage 5 : min. 20 / year (where stages 1,2,3,4&5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 & 10000, respect.)				

OVERALL PERFORMANCE IN PERCENTAGE

Note:0151

- Any performance of the teacher in category I+II with API score as 150 (the maximum allowed) and the score in category III is at least 20 more than the minimum required (at the stage of Grade Pay, the concerned teacher is getting) shall be considered as PERFORMANCE more than 100%.
- Any performance of the teacher in category I+II with API score as 150 (the Maximum allowed) and the score in category III is at least 10 to 19 more than the minimum required (at the stage of Grade Pay, the concerned teacher is getting) shall be considered as PERFORMANCE 100%.
- Any performance of the teacher in category I+II with API score as 100 (the Minimum required) and score in category III is also the minimum as required to be achieved (at the stage of Grade Pay the teacher concerned is getting) shall be considered as PERFORMANCE 60%
- Any performance of the teacher with API score which is more than what is mentioned in Note 3 above but less than what is mentioned in Note above shall be considered as PERFORMANCE more than 60%.
- Any performance of the teacher with API score less than what is mentioned in Note 3 above shall be considered as PERFORMANCE less than 60%.
- The performance % will be recorded as mentioned below:—
 - PERFORMANCE is less than 60% iv) PERFORMANCE is 100%
 - PERFORMANCE is 60% v) PERFORMANCE is more than 100%
 - PERFORMANCE is more than 60%

The overall performance of the teacher is

Report of Screening-cum-Evaluation Committee

REMARKS

1) The API score of the teacher in category I, II & III.....QUALIFIES / FAILS TO QUALIFY

The minimum standard of UGC regulation 2012

2) The Committee..... AGREE / PARTIALLY AGREE / DO NOT AGREE

With the Self Assessment Report (if “do not agree” reasons may be given below)
(in PART-II Sec.II) by the Teacher

.....

.....

.....

.....

.....

.....

.....

(3) The Assessment Report mentioned in
(in PART-III Sec.-II) by the Principal, has been

Considered and the Committee.....AGREE / PARTIALLY AGREE / DO NOT AGREE

With the remarks of the Principal

(If “do not agree” reasons may be recorded

below)

.....

.....

.....

.....

.....

.....

.....

4) The overall performance of the teacher **The overall performance of the teacher is**
Percent (As per performance criteria on previous page)

The Screening cum Evaluation Committee with remarks mentioned above, holds the opinion that as per

this screening and assessment report for the academic year.....the teacher is

ELIGIBLE / NOT ELIGIBLE for promotion to the post
of...../ placement in next higher grade of

Pay....., subject to the fulfilment of all eligibility conditions
mentioned in UGC regulations(THE GAZETTE OF INDIA, SEPTEMBER 18, 2010) as well as
all other Govt. norms and conditions.

Name and Designation of the Committee
Member

Signature of the Committee Member

1.	
2.	
3.	
4.	
5.	
6.	

Committee

.....
Signature of the Chairperson of the

(with Stamp)

Name

Designation.....

Date.....

PART-IV : Section-II
REMARKS OF THE REVIEWING OFFICER

47. Length of service under the Reviewing Officer

48. Do you agree with the Reporting Officer in regard to his remarks in the resume of the work done by the Officer as contained in Part-II of the report ? If not indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.

49. OVER ALL PERFORMANCE AND QUALITIES

(Excellent/Very Good/Good/Average/Below Average)

On the basis of :

(i) Performance on the basis of PART-II (Sec.-I)

.....

And PART-III(Sec.-I)

(ii) Performance on PBAS System (with API score)

As per Review Report of screening-cum-Evaluation committee.

50. Has the Officer special characteristics and /
or
any outstanding merits or abilities which
would
justify his advancement and special selection
for
higher appointment out of turn ? If so,
mention

these characteristics briefly.

letter.....

.....

.....

Signature of Reviewing Officer
Name in block
Designation
Date

51. Countersignature by the next higher officer with remarks, if any.

Signature of Countersigning Officer
Name in block letter.....
Designation.....
Date.....

Instructions for filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table IV of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self assessment scores are further to be based on the indicators/ activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table-IV.

NB. The self assessment scores are subject to verification by the College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

1. Teaching, Training, Coaching, Sports Person Development and Sports Management Activities.

(i)

Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports(20 point), Lecture cum practice based athlete/ sports classes, seminars undertaken as percentage of allotted hours(20 point).	Max. Score: 40
--	----------------

(ii)

Extending services, sports facilities and training on holidays to the institutions and organisations.	Max. Score:10
---	---------------

(iii)

Organising and conducting sports and games competitions at the International /	Maximum Score :40
--	-------------------

National / State / Inter University / Inter Zonal level(25 points), Organising and conducting coaching camps / sports person development / training programme(15 point),	
--	--

(iv)

Up-gradation of scientific and technological knowledge in Physical Education and Sports(5 points), Identifying sports talents and Mentoring sports excellence among students (10 points).	Maximum Score : 20
---	--------------------

(v)

Development and maintenance of play fields, purchase and maintenance of the other sports facilities.	Maximum Score: 15
--	-------------------

II: Co-curricular, Extension and Professional Development Related Activities.**(i)**

Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS / NCC and other channels.	Maximum Score : 20
--	--------------------

(ii)

Contribution to Corporate life and management of sports units and institution through participation in sports and administrative committees and responsibilities.	Maximum Score: 15
---	-------------------

(iii)

Professional Development Activities(such as participation in seminars, conferences, short term training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category-III below)	Maximum Score: 15
--	-------------------

CATEGORY:III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table-IV, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-IV.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table -IV

IV. Similar PBAS Proforma could be developed by the College for the Cadres of Librarian college cadre based on the API Scoring pattern outlined in Appendix III: Table-IV to IX of the UGC- Regulations, 2010.

APPENDIX-VII

HIMACHAL PRADESH GOVERNMENT EDUCATION DEPARTMENT ANNUAL PERFORMANCE BASED APPRAISAL

(with API scores bases on PBAS as per UGC Regulations 2010)

(FOR LIBRARIAN IN THE GRADE PAY OF RS. 6000/-, 7000/-, 8000/- AND 9000/- IN COLLEGE CADRE)

Name of the College through which ACR is submitted.....

Appraisal of work and conduct of Dr./Shri/Smt/Kumari
Submitted for the year/session

PART-I PERSONAL DATA

(To be filled up by the Librarian College Cadre in UGC Scale)

1. Full Name (in capital letter)
2. Father/Husband name
3. Employee Code
4. Date of appointment (in College Cadre)
5. Current Designation
6. Present Pay Band with Grade Pay
7. Date of Promotion (if any, during past one year)
8. Qualification:
 - (a) Academic Division
 - (b) Professional
 - (c) Research Degree
9. Date of Birth D D M M Y Y Y Y In words

--	--	--	--	--	--	--	--
10. Date of appointment (In Govt. Service)
11. Permanent/Quasi-permanent/ Temporary/ Contract
12. College/Colleges in which served during the year with specific duration.
.....
13. Roll no & Date of passing of Departmental Exam.
14. Any other major assignment in addition to Library Charge.
15. Permanent Address(With Pincode)
.....
.....

16. Land line telephone No. Mobile No..
Email:

PART-II : SECTION-I
(SELF APPRAISAL)

(Brief resume should bring out any significant achievement during the period under report)

17. What do you think has been your most important contribution this year any way ?

--

18. Have you made any contribution in the area of work not assigned to you ?

--

19. (a) Any special effort made to improve library utilization & functioning

--

- (b) Give details of Library Activities (or Activities related to Library) organised in the college.

Title of the activity	Brief Detail of activity

- (c) Which new books relating to your subject / Library did you read during the year?
.....(Must attach a brief extract of about 50 words on the value content of the book.)
- (d) What are the vital problems relating to functioning of Library before you, in order of importance?

--

20. (a) Issue of Library Card:

Name of the Class BA-I, II & III	No. of I. Cards issued	Name of the Class B.Sc.I, II	No. of I. Cards issued	Name of the Class B.Com-I, II	No. of I. Cards issued	Name of the Class (other classes)	No. of I. Cards issued

		& III		& III			
Total		Total		Total		Total	
TOTAL IDENTITY CARDS ISSUED TO ALL CLASSES =							

(b) Procurement availability and Maintenance of Reading material in College Reading Room/ Library Reading Room.

Daily News Papers (English / Hindi)	Number of News papers received (English & Hindi) (Annual)	Name of references/ Magazine weekly & fortnightly (English / Hindi)	Number of Megazines received (English / Hindi) (Annual)	Name of references Magazines (English / Hindi) Monthly / Quarterly / Half-yearly / yearly	Number of annual Received (English / Hindi) (Annual)	Name of Journals available in the College Library	Total Number of Journals received (Annual)

(c) Accession, Classification & Cataloguing of books.

No of Books duly given accession , classification & cataloguing as per standard Library norms & proceedings	No of Books added to Library with accession number, Classification & Cataloguing as per standard Library norms & proceedings

(d) Annual Stock Verification activity

Total Books in record: Section wise Name of Section	Total Books verified as available in the College Section wise	Total Books missing during the year Section wise	Total cost of missing stock Section wise	Cost recovered from concerned defaulters / responsible persons Section wise

(e) Compilation of Library over due fine.

Month Name	Total Books issued	Total fine on account of late return of books	Total fine on account of no return of books
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			

(f) Detail of generating Cataloguing from Software.

(g) Provide detail of CAS (Current awareness service in Library)

(h) Detail of weeding out of record in Library

(i) Up-keeping of Library Seating & service facilities.

Details

(j) Any other major work attended in Library

--

(k) Availability of 'Sole', Inlibnet/Internet and Knowledge Network facility in College Libraray. Provide details.

--

21. i) Whether acquired any degrees or fresh academic / professional qualifications during the year? If "YES " mention the name of the degree, year of passing, institution from which passed etc.

--

ii) Academic Staff College Orientation/ Refresher Course / Summer School attended during the year:

Name of the Summer School / Refresher / Orientation Course with sponsoring Agency	Place of summer school / ASC where the course was attended	Duration of school / course	RC / OC No. with title.

22. Are you doing any Research work ? if yes, provide following details.

Topic title of Research Project	Name of the Univ./ Institution Registered with	Nature of Project Minor/ Major/ Doctoral/ Post Doctoral	Present status of Research work / Project

23. Did you receive any honour, prize or award during the year ? If “YES” give details

24. Are you satisfied with your present position / pay ?
If not, do you want to change the profession ? Give reasons.

25. Any other significant point which is not covered above.

PART-II : SECTION-II

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
(PBAS) FOR THE SESSION/ YEAR

(To be completed and submitted at the end of each academic year)

Part-A: Academic Performance Indicators

(Please see detailed instructions of this PBAS Proforma before filling out this section)

26. **CATEGORY: I**, Procurement, Organisation and delivery of knowledge and information through Library services.

Sr. No.	Nature of Activity	Maximum Score
01	Library resources organisation and maintenance of books, journals, reports, Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional News letters, etc.	40
02	ICT and other new technologies' application for up-gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information	30

	services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Internet management.	
03	Development, Organisation and management of e-resources including their accessibility over Intranet / Internet, digitisation of library resources, edelivery of information etc.	25
04	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organising book exhibitions, other interactive latest learning resources, etc.	20
05	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	10
	Total Score	125
	Minimum API Score Required.	75

27. CATEGORY:II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RETALTED ACTIVITIES.

S.No.	Nature of Activity	Maximum Score
01	Student related co-curricular, extension and field based activities, such Cultural exchange and Library service Programmes (Various level of extra murals and intramurals programmes); Library-literary work through different channels.	20
02	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
03	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

28. CATEGORY : III. RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Activity	Max. Points for
III (a)	Research Papers	Refereed Journals	15 / Publication

	Published in :		
		Non- referred but recognised and reputable journals and periodicals, having ISBN / ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III (b)	Research, Publications (books, chapters in books, other than refereed, Journal article)	Text of Reference Books Published by International Publishers. With an established peer review system.	50 / sole author 10 / chapter in an edited book.
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN / ISSN numbers.	25/ sole author, 5/ chapter in an edited books.
		Subject Books by other local publishers with ISBN / ISSN numbers.	15 / sole author, 3/ chapter in edited books.
		Chapters contributed to edited knowledge based volumes published by International Publishers.	10 / Chapter.
		Chapters in knowledge based volumes by Indian /National level publishers with ISBN / ISSN numbers and with numbers of national and international directories.	5 / Chapter
III (C) RESEARCH PROJECT			
III (C) (i)	Sponsored Projects carried out/ ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs.	20 / each Project.
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs.	15 / each project
		(f) Minor Projects amount mobilized with grants above Rs.50,000 up to Rs. 5.0 lakhs.	10 / each Project.
III (C) (ii)	Consultancy Projects carried out/ ongoing.	Amount mobilized with minimum of Rs. 10.0 lakhs.	10 / every Rs 10.0 lakhs and 2 / every Rs 2.0 lakhs.
III (C) (iii)	Completed Projects: Quality	Completed Project report (Acceptance from funding agency)	20 / each major project and 10 / each minor project.

	Evaluation		
III (C) (iv)	Projects Outcome / Outputs.	Patent / Technology transfer / Product / Process	30 / each national level output or patent 50 / each for International level.

III (D) RESEARCH GUIDANCE.

III(D)(i)	M.Phil	Degree awarded only	3 / each candidate.
III(D)(ii)	Ph.D	Degree awarded.	10 / each candidate
		Thesis submitted	7 / each candidate.

III (E)

III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching- Learning-Evaluation Technology Programmes, Soft Skills development Programmes (Max. 30 points)	Not less than two weeks duration.	20 / each
		One week duration	10 / each
III (E) (ii)	Papers in Conferences / Seminars /workshops etc.*	Participation and Presentation of research papers (Oral/ Poster) in :	
		a) International conference	10 / each
		b) National	7.5 / each
		c) Regional / State level	5 / each.
		d) Local- University / College level	3 / each
III (E) (iii)	Invitations for conferences/ seminars/ workshops/symposia to deliver lectures / chair sessions.	a) International	10 / each
		b) National	5 / each

* If a paper presented in conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

Notes : The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

	Previous Academic years	Category : I API score of Teaching, Training, Sports Person Development and Sports Management Activities.	Category : II API score of Co-curricular, Extension, Professional development Activities.	Total I+II	Category : III Research and Academic Contribution
	Total				
	* Annual Av.				

	API Score for Assessment Period				
--	---------------------------------------	--	--	--	--

30. PART B: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1.	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the college and documents enclosed along with the duly filled PBAS Proforma.

Place: _____ Signature of the reported on officer
Date: _____ Designation,

I certify that the information mentioned by the Librarian in the self appraisal (Section I & II) above is correct and all the relevant records, documents are available and maintained properly in the office of the Principal. It is specifically mentioned that I have personally verified the information recorded at serial number 22 of Part-II (Section-I), is complete and correct as per office record. I am fully satisfied with the reporting of the teacher.

Date: _____
Place: _____ Signature (with stamp) of Principal
Govt. Degree College.
Name of the Principal.....

In case the Principal is not satisfied with the reporting by the Librarian in the self appraisal and thus not willing to certify (as mentioned above), then Principal must record below the reasons in writing for not certifying the reported self appraisal information as mentioned in Part-II (serial number 19 to serial number 34).

Date: _____
Place: _____ Signature (with stamp) of Principal
Govt. Degree College.
Name of the Principal.....

N.B: The Annual Self- Assessment Proforma duly filled alongwith all enclosures, submitted for CAS promotions will be verified by the college and information filed with the IQAC.

PART- III
(Section-I)
ASSESSMENT OF REPORTING OFFICER

With the reporting made by the Librarian in self appraisal (Part-I & II) as well as the record maintained in the college office as well as API scores based on PBAS system of (Reporting Officer must acquaint him / her self fully UGC regulations 2010 as adopted by the Government of Himachal Pradesh.)

Note:- Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

31. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the office. If not indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
32. STAGE OF HEALTH:
- (a) Physical:
- (i) Energetic
- (ii) Major Ailment, if any
- (b) Mental:
- (i) Alert
- (ii) Ailment, if any
- (c) Emotional balance:
- (i) Is he claim and retains poise ?
- (ii) Does he get provoked easily?
- (iii) Is he able to tolerate difference of Opinion ?
33. INTELLIGENCE AND UNDERSTANDING:
- (a) Exceptional, has clear grasp of any Matter
- (b) Intelligent and grasps a point correctly
- (c) Just good enough.
34. QUALITY OF WORK:
- (i) ATTENTION TO DETAILS:
- Accuracy in presentation
- Thoroughness in analysis
- (a) Most reliable and comprehensive
- (b) Considers all relevant details.
- (c) Just good enough
- (ii) ABILITY IN DISCUSSION AND CONVERSATION:
- (a) Very effective and convincing

- (b) Good and puts across his points clearly
 (c) Just good enough

35. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:

- (a) Show exceptional zeal and devotion
 with excellent initiative.
 (b) Hard working and conscientious
 (c) Reasonably diligent with average initiative.

36. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:

- (a) Very Good
 (b) Good.
 (c) Average.

37. (a) PUNCTUALITY AND ATTENDANCE:

- (b) Period of absence from duty of the teacher:
 i) Period of EOL (if any) during the year (with dates)
 ii) Period of all other leave except casual leave
 (excluding EOL) (with dates)
 iii) Period of wilful absence (if any) (with dates)

38. OTHER OBSERVATIONS:

(This space may be utilised for remarks which
 Completes, corroborates, or supplements
 that has been indicated above. This should
 not, however be used for merely repeating
 in vague terms what has already been
 stated. Specific points such as special
 accomplishment during the period under
 report and any other aspects not covered
 in the Proforma given above which the
 Reporting Officer considers worth
 mentioning may also be indicated here)

39. INTEGRITY:

- (a) Nothing has come to my knowledge
 Which casts any reflection on his
 integrity. His general reputation for
 honest is good and I certify his
 integrity.
 (b) His reputation is of doubtful nature.
 (c) He has yet to establish his reputation.

40. Does he/she take interest in use of Hindi language
 in official work ?

41. His/her attitude towards the members of S.C.
and S.T. community.

Signature of Reporting Officer

Name in block letter.....

Designation.....

Date.....

N. B. :- Overall Assessment of Part-III: Section-I is to be reported after assessment of Part-III: Section-II

PART-III
(Section-II : API Score Evaluation)
ASSESSMENT OF REPORTING OFFICER

42. CATEGORY-I (of PART-II SECTION-II, Part – A)

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal by the Librarian.	REMARKS		
				If Agreed Principal must reproduce the score reported by the librarian in the previous column as self assessment / appraisal.	If Dis-agreed	
					Mention Reasons	Also Mention API Score of the librarian as assessed by the Principal
1	Library resources organisation and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for	40				

	preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.					
2	ICT and other new technologies application for up-gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (Technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30				
3	Development, organization and management of resources including their accessibility over Intranet /Internet, digitization of library resources, edelivery of information, etc.	25				
4	User awareness and instruction programmes (Orientation lectures, users' training in the	20				

	use of library services as eresources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.					
5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	10				
	Total Score (Minimum API Score required is 75)	125				

43. CATEGORY-II (of PART-II SECTION-II, Part – A)

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal.	REMARKS		
				Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II (Section-II), also mentioned in the previous column.		
				Agree No API score to be assessed by the Principal. (Simply write agree)	Dis-agree	
					Mention Reasons	Also Mention API Score of the teacher as

						assessed by the Principal
1	Student related co curricular, extension and field based activities (such cultural exchange and library service programmes (various level of extramural and intramural programmes); extension, library- literary work through different channels.	20				
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15				
3	Professional Development activities (such as participation in seminars, conferences, short term, elibrary training courses, workshops and events, talks, lectures, membership of associations; dissemination and general articles, not covered in Category III below)	15				
	Total Score (I+II+III) (Max. 25) (Minimum API Score required is 15)	25				

44. CATEGORY-III (of PART-II SECTION-II, Part- A)

Criteria Sr. Num	Criteria Head	Criteria Head details	Max. Score	API Score reported in self appraisal.	REMARKS Principal will clearly“agree” or “dis-agree” with the API Score reported in the self appraisal by ber the teacher in PART-II (Section-II), also mentioned in the previous column.	
					Agree	Dis-agree

					No API score to be assessed by the Principal. (Simply write agree)	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal
III (a)	Research Publication (Journals)	Refereed Journals*	15 / publication				
		Non-refereed but recognised and reputed journals and periodicals having ISBN /ISSN numbers	10 / publication				
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication				
III (b)	Research Publications (books, Chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	50 / sole author, 10 /chapter in an edited book.				
		Subjects Books by National level publishers /	25 / sole author, 5 /chapter in edited books.				

		State and Central Govt. Publications with ISBN / ISSN numbers.					
		Subject Books by other local publishers with ISBN / ISSN numbers.	15 / sole author, 3 / chapter in edited books.				
		Chapters contributed to edited knowledge based volumes published by International Publishers.	10 / chapter				
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories	5 / Chapter.				
III C (i)	Sponsored projects carried out / ongoing	Major Projects amount mobilized with grants above 30.0 Lakhs.	20 / each project				
		Major Projects	15 / each				

		amount mobilized with grants above 5.0 lakhs upto 30.0 lakhs.	major project				
		Minor Projects amount mobilized with grants above Rs. 50,000 up to Rs.5.0 lakhs	10 / each project				
C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs 10 lakh.	10 / every Rs. 10 lakhs and 2 / every Rs. 2 lakh respectively.				
C (iii)	Completed Projects quality evaluation	Completed Project Report (Acceptance from funding agency)	20 / each major project and 10 / each minor project.				
C (iv)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	30 / each national level output or patent / 50 / each for international level.				
III D (i)	Research Guidance M.Phil	Degree awarded only	3 / each candidate				

D (ii)	Research Guidance Ph.D	Degree awarded	10 / each candidate				
		Thesis Submitted	7 / each candidate				
III E (i)	Research Methodology / Training / Coaching Workshops	Research Methodology / Training / Coaching programme (Not less than two weeks) Workshops of not less than one week.	20 / each and 10 / each respectively.				
E (ii)	Papers in Conferences / Seminars / workshops etc.	(a) International conference	10 / each				
		(b) National	7.5 / each				
		(c) Regional / State Level	5 / each				
		(d) Local-University / College level	3 / each				
E (iii)	Invitations for conferences / seminars / workshops / symposia to deliver lecturers / chair sessions.	International	10 / each				
		National level	5 / each				
		Total				*****	

* If a paper presented in conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

Notes :— The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

45 SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period reported in self appraisal	Total- API Score reported by Principal (total of agreed score + total score assessed by Principal after disagreeing)
I	Procurement, Organisation and delivery of knowledge and information through Library services. Total Max. Score = 125; Min. Score required = 75			
II	Co-curricular, Extension, Professional development Related Activities. Total Max Score = 25; Min. Score required = 15			
	Total I+II Min. Total Annual Score under categories I & II = 100			
III	Professional Development activities (such as participation in seminars, conferences, short term, library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles', not covered in Category III below)			
	For stage 1 to stage 2 : min. 5 / year, For stage 2 to stage 3 : min. 10 / year, For stage 3 to stage 4 : min. 15 / year. (where stages 1,2,3 & 4 correspond to scales with AGP of Rs. 6000, 7000. 8000 & 9000 respectively)			

- N.B. The minimum API score required by Librarian from this category is different for different levels of promotion and between university and colleges. The self- assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

46. OVER ALL GRADING OF PART-III

Name of the Employee / Librarian

Designation

Employee Code

The remarks are being made on the basis of self appraisal reported by the Librarian in PART-III and subsequent assessment recorded by me in PART-III: Section-II of the ACR, I especially certify that I am fully aware of the reporting made by the Librarian in self appraisal as well as the certifications made by me in PART-B (of PART-II: Section-II) of this ACR, and have genuinely assessed it with full attention on every aspect that has been reported.

In my assessment the overall grading of the teacher is(Below Average / Average / Good / Very Good / Excellent)

Signature of Reporting Officer

Name in block letter.....

Designation.....

Date.....

PART IV- SEC-I

47. REVIEWING REMARKS OF THE SCREENING CUM EVALUATION COMMITTEE
On API score of the Librarian after Screening and Evaluation of the Self Appraisal (under PART-II, Sec.-I & Sec.-II) as well as Assessment of Principal (under PART-III, Sec.-I & Sec.II).

Librarian Name				
Designation.....				
Employee	Code	Present	Basic Pay
.....				
Present AGP		Dated from which the present AGP has been awarded		
.....				

FINAL SUMMARY OF API SCORE AFTER SCREENING AND EVALUATION

	Criteria	Last Academic Year	Total-API score for Assessment period	Total- API Score	Total API Score for Assessment period
			Reported in	Reported	By

			self appraisal	by the Principal	Screening Cum Evaluation Committee
I	Procurement, Organisation and delivery of knowledge and information through Library services. Total Max. Score = 125; Min. Score required = 75				
II	Co-curricular, Extension, Professional development Related Activities. Total Max Score = 25; Min. Score required = 15				
	Total I+II Min. Total Annual Score under categories I & II = 100				
III	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles', not covered in Category III below) For stage 1 to stage 2 : min. 5 / year, For stage 2 to stage 3 : min. 10/year, For stage 3 to stage 4 : min. 15/ year. (where stages 1,2,3 & 4 correspond to scales with AGP of Rs. 6000, 7000. 8000 & 9000 respectively)				

OVER ALL PERFORMANCE IN PERCENTAGE

Note.—

- Any performance of the Librarian in category I + II with API score as 150 (the maximum allowed and the score in category III is at least 20 more than the minimum required (at the stage of Grade Pay, the concerned Librarian is getting) shall be considered as PERFORMANCE more than 100%
- Any performance of the Librarian in category I+II with AGP score as 150 (the maximum allowed) and the score in category III is at least 10 to 19 more than the minimum required (at the stage of Grade Pay, the concerned Librarian is getting) shall be considered as PERFORMANCE 100%
- Any performance of the Librarian in category I+II with API score as 100 (the Minimum required) and score in category III is also the minimum as required to be achieved (at the stage of Grade Pay the Librarian concerned is getting) shall be considered as PERFORMANCE 60%
- Any performance of the Librarian with API score which is more than what is mentioned in Note 3 above but less than what is mentioned in Note 2 above shall be considered as PERFORMANCE more than 60%
- Any performance of the Librarian with API score less than what is mentioned in Note 3 above shall be considered as PERFORMANCE less than 60%
- The performance % will be recorded as mentioned below:-

- PERFORMANCE is less than 60%
- PERFORMANCE is 60%
- PERFORMANCE is more than 60%

- PERFORMANCE is 100%
- PERFORMANCE is more than 100%

The overall performance of the Librarian is Percent

Reporting of Screening-cum-Evaluation Committee:

REMARKS

- The API score of the Librarian in category I, II & III QUALIFIES / FAILS TO QUALIFY
The minimum standard of UGC regulation 2010
- The Committee..... AGREE / PARTIALLY AGREE / DO NOT AGREE
With the Self Assessment Report (If “ do not agree” reasons may be recorded below)

(in PART-II Sec.-II) by the Librarian

.....

- (3) The Assessment Report mentioned in
(in PART-III Sec.-II) by the Principal, has been
Considered and the Committee.....AGREE / PARTIALLY AGREE / DO NOT AGREE
with the remarks of the Principal
(If “do not agree” reasons may be recorded below)
-
.....
.....
.....
.....
.....

- (4) The overall performance of the Librarian: The over all Performance of the Librarian is.....
Percent (As per performance criteria on previous page)
The Screening cum Evaluation Committee with remarks mentioned above, holds the opinion that as per this
screening assessment report for the academic year the Librarian is ELIGIBLE / NOT
ELIGIBLE for promotion to the post of / placement in next higher grade of
pay..... subject to the fulfilment of all eligibility conditions mentioned in UGC
regulations (THE GAZETTE OF INDIA, SEPTEMBER 18, 2010) as well as all other Govt. norms and
conditions

Name and Designation of the Committee Member	Signature of the Committee Member
1.	
2.	
3.	
4.	
5.	
6.	

.....
Signature of the Chairperson of the Committee
(with Stamp)

Name

Designation.....

Date.....

PART-IV: Section-II

REMARKS OF THE REVIEWING OFFICER

48. Length of service under the Reviewing Officer

49. Do you agree with the Reporting Officer in regard.....
To his remarks in the resume of the work done by
the Officer as contained in Part-II of the report ? If
not indicate briefly the reasons for disagreeing with
the Reporting Officer and the extent of your disagreement.

50. OVER ALL PERFORMANCE AND QUALITIES
(Excellent/Very Good/Good/Average/Below Average)

On the basis of :

- (i) Performance on the basis of PART-II (Sec-I)
and PART-III(Sec.-I)
- (ii) Performance on PBAS System (with API score)
As per Review Report of screening-
Cum-evaluation committee.

51. Has the Officer special characteristics and/or any outstanding merits or abilities which would Justify his advancement and special selection for Higher appointment out of turn ? If so, mention These characteristics briefly.

Signature of Reviewing Officer

Name in Block letter

Designation

Date

52. Countersignature by the next higher officer with remarks, if any.

Signature of Countersigning Officer

Name in block letter

Designation

Dated

Instructions for filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self assessment scores are further to be based on the indicators/ activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table-I.

NB. The self assessment scores are subject to verification by the College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

Category-I. Procurement, Organisation and delivery of knowledge and information through Library Services.

(i)

Library resources organisation and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional newsletters, etc.	Max. Score: 40
---	----------------

(ii)

ICT and other new technologies' application for up-gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	Max. Score:30
---	---------------

(iii)

Development, organisation and management of e-resources including their accessibility over intranet/internet, digitization of library resources, e-delivery of information, etc.	Max. Score : 25

(iv)

User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	Max. Score : 20
---	-----------------

(V)

Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	Max. Score : 10
Total Score	125
Minimum API score required	75

Category-II: Co-curricular, Extension and Professional Development Related Activities.

(i)

Student related co-curricular, extension and field based activities (such as Cultural exchange and library services programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	Max. Marks 20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/ Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
Institutional Governance responsibilities like, Vice Principal, Warden, Bursar, IQAC coordinator(10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee(5 points each).	10
Responsibility for ,or participation in committees for Students Welfare, Counseling and Discipline (5 points each)	10

Organisation of Conference/ Training: International (10 points); National/regional (5 points).	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities.

Indicators/ Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At site level: 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 points)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, institutional governance (Each activity: 5 points)	10
Membership/ participation in Bodies/ Committees on Education and National Development (5 points each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY:III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table-1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-1.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table -1

IV. Similar PBAS Proforma could be developed by the College for the Cadres of Librarian college cadre based on the API Scoring pattern outlined in Appendix III: Table-IV to IX of the UGC- Regulations, 2010.

Sr. No.	Nature of Activity	Maximum Score
01	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports. (20 Points) Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours. (20 Points)	40
02	Extending services, sports facilities and training on holidays to the institutions and organisations.	10
03	Organising and conducting sports and games competitions at the International / National / State / Inter University / Inter Zonal levels. (25 Points) Organising and conducting coaching camps/sports person development/ training programme. (15 Points)	40

04	Up-gradation of scientific and technological knowledge in Physical Education and Sports. (5 Points) Identifying sports talents and Mentoring sports excellence among students. (10 Points)		20
05	Development and maintenance of play fields, purchase and maintenance of the other sports facilities. (15 Points)		15
	Total Score		125
	Minimum API Score Required.		75
S.No.	Nature of Activity		Maximum Score
01	Student related co-curricular, extension and field based activities, such Cultural exchange and Sports Programmes (Various level of extra murals and intramurals programmes) ; extension work through NSS / NCC and other channels.		20
02	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.		15
03	Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)		15
	Minimum API Score Required		15
Sr. No.	APIs	Faculties of Physical Education	Max. Points for University and College teacher position.
III (a)	Research Publication Journals.	Refereed Journals*	15/Publication
		Non- referred but recognised and reputable journals and periodicals, having ISBN / ISSN numbers.	10/Publication
		Full papers in Conference proceedings, etc.* (Abstracts not to be included)	10/Publication
	III (b) Research, Publications (books, chapters in books, other than refereed, Journal article)	Text of Reference Books Published by International Publishers.**	50/sole author 10/chapter in an edited book.
		Text or Reference Books Published by National/ Central/State Government/Societies. **	2/sole author, 5/ chapter in edited books.
		Subject Books by other local publishers with ISBN/ ISSN numbers**	15/sole author, 3/ chapter in edited books.
		Chapters in knowledge based volumes in Indian/ National level publishers with ISBN/ISSN/numbers and with numbers of national and international directories.**	5/Chapter.

* For Joint Research papers, the First / Principle author will share 60%, while the rest joint authors, will share the 40% of API scores.

** Scores (50 / 25 / 10 / 03 whatever the case may be) to be shared equally by all authors.

III (C)	RESEARCH PROJECT		
III (C)	Sponsored	Major Projects/Events amount mobilised	20 each Project.

(i)	Projects carried out/ongoing	with grants above 5.0 lakhs.	
		Major Projects/Events amount mobilised with minimum of Rs.4. lakhs up to Rs. 5.0 lakhs.	15 each major project
		Minor Projects from Central/State funding agencies with grants below 4.0 lakhs	10 each minor Project.
III (C) (ii)	Consultancy Projects carried out/ongoing.	Amount mobilised with minimum of Rs. 1.0 lakh.	10 per every Rs 5.0 lakhs. 2 per every Rs 1.0 lakh.
III (C) (iii)	Completed Projects: Quality Evaluation	Completed Project report (Accepted by funding agency)	20/each major project and 10/each minor roject.
III (C) (iv)	Projects Outcome / Outputs.	Policy document of Govt. Bodies at Central and State level.	30/each output or outcome for National patents etc/50/each for International patents.

III (D) RESEARCH GUIDANCE.

III(D)(i)	M.Phil	Degree awarded only	3/each candidate.
III(D)(ii)	Ph.D	Degree awarded.	10/each candidate
		Thesis submitted	7 / each candidate.

III (E) TRAINING COURSES AND CONFERENCE / SEMINAR / WORKWHOP PAPERS.

III (E) (i)	Research Methodology/ Training/Coaching workshops.	Research methodology/Training/Coaching programme. (not less than three weeks)/Workshops of not less than one week.	20
III (E) (ii)	Papers in Conferences/ Seminars/workshops etc.	Participation and Presentation of research papers (Oral / Poster) in :	
		(a) International conference	10/each
		(b) National	7.5/each
		(c) Regional/State level	5/each.
III (E) (iii)	Invitations for conferences/ seminars/workshops/ symposia to deliver lectures/chair sessions.	(d) Local- University/College level	3/each
		(a) International	10/each
		(b) National	7.5/each
		(c) State level/Regional	5/each
		(d) University/College level Endowment lectures	5/each